

MULTIFUNDING DOCUMENT CORRECTION

Use when 1st line is good and 2nd line or other lines are miscoded with the wrong BOC:
(Example: 261A)

1. Click on Portal Path: **Acquisitions>Purchasing>Display Purchase Order**

Click on Other Purchase Order in upper right corner – this will drop down a box
Purchase Order – Type in PRISM PO Number
Click on Other Document in lower left corner of box

Click on Scroll Bar clear to the right of the screen and pull it down
Look at the Item Line above the tabs to see the line item displayed with
the wording CONVERTED OBLIGATION to know what
purchase order line item is being displayed.

The first line shown is the Base Item
Click on the Down Arrow Box to display the next purchase
order line item until you get to the line item you need to change

Click on the scroll bar that moves left to right to see the Asset Number
And the accounting line.

This shows:

- Cost Center
- GL Account
- Bureau
- WBS Element
- Commitment
- Fund Center
- Fund
- Functional Area
- Asset Number (If any-May not be one)
- Sub Number (If any-May not be one)

The system will not allow you to print the accounting portion, it keeps printing the first part of the line; therefore, you will need to write it down so you can put into a spreadsheet to have the information to create your Sub Number.

CREATE SUB NUMBER FOR MULTIFUNDING

2. Click on Portal Path: Property>Asset>Master Data>Create Sub Number

Asset = Same as Base Item

Sub Number = 1 (Bill Bricker recommends that this remains 1)

DO NOT click on Post to Capitalization

General Tab

Do not use the CAPITALIZED ON field

Time Dependent Tab

Cost Center = Same as Base Item

Responsible Cost Center = Same as Base Item

Fund = Change to Fund used on line item of the purchase document that was coded with wrong BOC

Functional Area = Change to Functional Area used on line item of purchase document that was coded with wrong BOC

Fund Center = Change to Fund Center used on line item of purchase document that was coded with wrong BOC

WBS Element – Change to Fund Center used on line item of purchase document that was coded with wrong BOC

ACQUISITION W/AUTOMATIC OFFSETTING ENTRY

3. Click on Portal Path: **Property>Asset >Master Data>Acquisition w/Automatic Offsetting Entry**

Select Existing Asset radio button to correct
Be sure it shows the Sub Number just created

TRANSACTION DATA TAB

Document Date = Current Date
Posting Date = Current Date
Asset Value Date = Same as the Capitalized On Date of the Base Item
Amount Posted = Dollar Value entered on the Sub Number
Text = Multifunding or leave blank

ADDITIONAL DETAILS TAB

(Bill, I can't get to this tab unless I actually create this type of entry.)

Transaction Type = ZAE (Expensed to Capital)

TO VERIFY IF DOLLAR VALUES POSTED

4. Click on Portal Path: Property>Asset>Master Data>Display Master Record

For Base Item

Asset _____ (Example: 63373)
Sub Number = 0

Click on Asset Values

For Sub Number(s)

Asset _____ (Example: 63373)
Sub Number = 1 (Whatever Sub Number it is.)